

REQUEST FOR PROPOSAL (RFP) – U.S. EMBASSY MANILA CAFETERIA SERVICES

The American Recreation Club (ARC), U.S. Embassy Manila, is seeking proposals to provide cafeteria services for the US Embassy Manila mission.

The cafeteria concessionaire will to provide food services to U.S. Embassy personnel for breakfast, lunch, snacks, as well as catering services. Operations must be performed in accordance to the attached Statement of Work (SOW).

All bidding costs associated with responding to this request for proposal will be solely at the bidder's expense.

Proposals must be submitted via e-mail to the ARC General Manager at ARCManila@state.gov, no later than June 30, 2015. To assure timely evaluation of proposals, bidders must follow the instructions outlined herein. Bidders are requested to respond to this RFP using Microsoft Word for Office 2007 or a compatible format.

It should consist of three parts:

- Part I –Letter of Intent to Bid
- Part II – Company Profile
- Part II – Business Proposal
- Part III –Menu and Price List

The **letter of intent** must be addressed to the American Recreation Club Board of Directors.

The **company profile** should include the company name (both legal and DBA), years of experience in the food service industry, a brief history and background, a list of past and current clients and their contact details, and points of contact and their respective contact information.

The **business proposal** needs to include an Operations Plan, initial Marketing Strategy, and Accounting Plan.

The **Operations Plan** should also include the following:

- Key personnel (by position)
- Organizational structure
- Human resources plan
- Operating hours
- List of suppliers for daily operations

Marketing Strategy

- Sales tactics
- Advertising methods
- Promotion plan

Accounting Plan

- Balance sheet
- Profit/loss projections
- Point of sale system to be used

The menu(s) and prices must be listed. The menu and prices must reflect the two distinct palates that are being served, Americans and Filipinos, and all dishes must be offered at an affordable price.

Please note that the U.S. Embassy has approximately 340 Americans and 1,000 Filipinos on board.

This is a Request for Proposal (RFP) to identify and eventually contract a source that can provide food services to the staff of the U.S. Embassy Manila. The information provided in the RFP is subject to change and is not binding with American Recreation Club. The Association has not made a commitment to procure any of the items discussed, and release of the RFP should not be construed as a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become ARC property and will not be returned.

Questions regarding this request shall be submitted in writing by e-mail to ARCManila@state.gov. You may also request for an ocular visit before submitting the proposal.

Thank you for your interest.